

LOGO Centered

DWD Issuance ##-YEAR (use a four digit year)

Issued: January 1, 2009 (today's date)
Effective: January 15, 2009

Subject: Required: One or two sentences that describes the subject of the issuance. (Bold)

1. Purpose: Required: One or two sentences describing the **reason** for issuing this policy. For example:

- The annual update of . . .
- To improve the WIA Performance Outcomes by . . .
- To implement . . .
- To outline the Division of Workforce Development's position on
- To provide . . .
 - the State definition of . . .
 - policy regarding . . .
 - information regarding . . .

2. Background: Required: A brief summary describing more details on **why** this policy was issued.

- What was the cause for the new issuance?
- WIA Section 123 specifies . . .
- Based on a waiver received from the U.S. Department of Labor . . .

3. Substance: Required: What is **new**? For example: New rules, guidance, or responsibilities.

4. Action: Required: **The effective date** should go in this section. Describe the action that must be taken to implement this issuance/policy. For example:

- Effective January 1, 2009, this information should be used to develop...
- Effective January 1, 2009, this information should be distributed to all appropriate staff . . .
- A report must be submitted to DWD by January 1, 2009...
- Effective January 1, 2009, LWIBs and program operators must comply with this guidance when . . . implementing/operating . . .

5. Contact: Required: Name, title, phone number and email address of the person(s) who can answer any questions. For example: direct questions or comments regarding this issuance to Judy McQuitty, Policy Coordinator, Policy and Communications at 573.522.6284, or Judy.McQuitty@ded.mo.gov.

6. Reference: **Required:** A reference is required if there is a document referenced. List other documents referenced in the Background section by number and title, and identify where they can be found. Provide a **hot link** to the document. For example:
- 20 CFR Part 666.420 - Under what circumstances may a sanction be applied to local areas for poor performance?
http://a257.g.akamaitech.net/7/257/2422/03jul20071500/edocket.access.gpo.gov/cfr_2007/aprqrtr/pdf/20cfr666.420.pdf
 - WIA Section 189(h) - Enforcement of Military Selective Service Act
<http://www.doleta.gov/usworkforce/wia/wialaw.pdf>
 - DWD Issuance 03-06 - Change in Participant Outcome Reporting
http://ded.mo.gov/upload/dwd_issuance_03-06.pdf
7. Rescissions: **Required:** If there are any **policies or issuances being deleted** due to this policy being implemented, list them and include the date of issue. If there are no policies or issuances being rescinded, state “None.” For example:
- This issuance/guidance supersedes and replaces Issuance 06-2009, dated January 1, 2009
 - This Issuance/guidance updates Issuance 07-2009, dated January 1, 2009
8. Attachments: **Required:** If there are attachments, list them here. If there are no attachments, state “None.” For example: “(1) Title of Attachment.”

The Director’s signature will be added to the document by the Policy Coordinator, upon approval of the Issuance.

Julie Gibson
Director